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# Office Memorandum • UNITED STATES GOVERNMENT

TO : AC/PPS

DATE: 30 January 1958

FROM : C/LAS

SUBJECT: Weekly Activities Report #4

Document No. 43  
NO CHANGE in Class.  DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 08 MAR 1973 By:

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. As part of the indoctrination program for Volunteer Language Instructors ("out-of-hours"), [ ] and the School faculty are staging two sessions of demonstrations of effective instructional methods, including drill techniques. The first session will be conducted on Wednesday by [ ] and [ ] for twelve (12) German instructors. The second session will be conducted on Thursday by [ ] for seventeen (17) Romance language instructors. Each session will meet at 1130 and will last about an hour.

2. The monthly Roundtable brought to light single requirements for Czech training by each of four agencies (NSA, AF, USIA and CIA). [ ] is endeavoring to develop a plan to meet these requirements with a single course instead of four, thereby reducing the cost for all concerned. Four individual courses at commercial schools would cost \$20-30,000. A cooperative course would cost \$5-7,500. Our present effort is directed towards exploring resources for conducting this without any cost to OTR with internal facilities.

3. We have been invited to designate a qualified Turkish linguist to serve on a U. S. Board of Civil Service Examiners. We now are awaiting a Security opinion. If approved, we shall designate [ ]

4. We are getting the usual number of "strays" for this time of year who failed to think about language training before our Directed and Voluntary programs began on 6 January and who "must" acquire useable fluency while traveling from here to the airport. For most, there is nothing we can honestly recommend. The most we can do is try to dispell their illusions that 50 hours at Berlitz (equal to two weeks in an OTR course) at a cost of around \$300 will make them effective in their jobs of handling people and/or vast sums of money, and assist them in planning systematic study when they can do it under at least moderately favorable circumstances.

5. The monthly Roundtable of language training supervisors was held on 24 January with LAS as host. Attending were representatives of the Air Force (two), State (two), NSA (two), USIA (one), Navy (one) and CIA (two). Next meeting will be on 28 February at NSA, Fort Meade.

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6. Two QRP's certified (one with moderate reservations) one candidate for French at FSI (but not LAS), and one for French at either FSI or LAS (and recommended LAS).

7. We have been dealing during the past week with cases of two students whose performance in full-time training has not been satisfactory. In one case, training has been terminated. In the other, a sympathetic hearing for the student and a discussion has repaired debilitated confidence, and the student has returned to class with a feeling that he can make "a go" of it.

8. The customary stampede on the two language laboratories that regularly occurs during the first weeks of courses is on. Daytime activity is considerable and both labs have filled up on a number of evenings and Saturdays. In a few instances our forty-nine (49) positions have been inadequate for the number of persons desiring to use the lab.

9. The Finnish test was given for one person by special request. Mr. [redacted] of FDD served on the oral panel. An oral test in French was given for one person by special request. Mrs. [redacted] and Mrs. [redacted] served on the panel.

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10. Prof. [redacted] informed us on 22 January that he would compose the Icelandic test by 3 February. A request for payment of \$50 has been submitted to the Personnel Officer.

11. Mr. Steele of Remington Rand came to install some new type and key-tops on the three special-keyboard typewriters. Three more pieces of type and one key-top are now required to bring the machines up to original specifications.

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